



Title:	Local Prefix Lists	s (Prefix Site and Importing L	ists)	
Category:	Technical Bulleti	n		
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Products Affected:	H	ardware:	Software: [\leq
	SG-8:	SG-12:	ShoreTel 5, R1.2:	ShoreTel 6 📃
	SG-24: 🗌	SG-T1:		ShoreTel 6.1 📃
	SG-E1: 📃		ShoreTel Converged	
			Conference Bridge: 🗌	
	Teleworker: [IP Phones:		

Description of Problem: In certain dialing areas callers are required to dial some local numbers as long distance based on the prefix of the number they are dialing. Dialing Local Area Codes numbers with prefixes that are considered Long Distance can be managed in the ShoreTel system by entering a Local Prefix List.

Step1:

You will need to enter a LOCAL PREFIX LIST within your trunk group(s). Any number not listed in this list will be considered a Long Distance Call.

Web Site for Comprehensive List: http://www.localcallingguide.com/

See Next Page for screen shots



Local Calling Guide Home Page

STEP 2:



Figure 1A: Local calling guide Home Page

From the home page select SEARCH Area Code / Prefix to pull up a search engine as seen in Figure 2A.



Area Code / Prefix Search

STEP 3:

NPA-NXX Search: 2006-05-02 - Microsoft Internet Explorer	
<u>File Edit View Favorites Tools H</u> elp	1
dress 🚳 http://www.localcallingguide.com/lca_prefix.php 📃 📘	Go
local calling guide: home browse: region area code LATA search: area code/prefix rate centre switch telco local calling area activity dial-around code local call finder links: tariffs other	
Area code/prefix search	
Search by area code/prefix (NPA/NXX) or OCN NPA: NXX: Block: OCN: Region: Switch: Effective date within past 0 or next 0 days submit	
 New search Effective date searches are available only for US area codes. Our sources for non- US NPA-NXX data do not provide this information. 	2
 If you want to search an entire area code regardless of activity, leave both the nex and past days fields set to zero. 	t
How to use this page	

Figure 2A: NPA/NXX is where you would place your Local Area Code and Prefix.

Entering Local Area Code and Prefix:

On this page (Figure 2A) you will want to enter your local area code and first three digits of your main phone number and click "SUBMIT"



LOCAL PREFIX LISTS

STEP 4:



Figure 3A: In the example above local Area Code of (408) was entered with a prefix 331

Expanding the Local Area Code and Prefix:

The page will now display your NPA/NXX highlighted in blue as a hyperlink. Click on this NPA-NXX hyperlink to expand the list.

See Figure 4A



Local Prefix List

STEP 5:



Figure 4A: A list will all prefixes considered as LOCAL will now be presented.

All prefixes that you may dial as a LOCAL call will appear. This list may be rather extensive but it can be imported into ShoreWare Director rather easily.



Importing Prefix List

STEP 6:

To import this rather extensive list, simply highlight the entire text or select "EDIT" "SELECT ALL" and copy to "NOTEPAD" as seen in Figure 5A below.

Ď Untitled - Notepad	
File Edit Format View Help	
Local prefixes	▲
Calling plan types	
Outbound calling from Sunnwale, CA	
NPA:NXX:Rate Centre:Region:Plan Type:Call Type:Monthly Limit:Note:Effective	
408;203;Sunnyvale;CA;;;;;	
408;212;Sunnyvale;CA;;;;;	
408;215;Sunnyvale;CA;;;;;	
408;220;Sunnyvale;CA;;;;;	
1406,222,5000yvale,CA	
408:242:Sunnwale:CA	
408:245:Sunnyvale:CA:::::	
408;306;Sunnyvale;CA;;;;;	
408;312;Sunnyvale;CA;;;;;	
408;328;Sunnyvale;CA;;;;;	
408;329;Sunnyvale;CA;;;;;	
408;331;Sunnyvale;CA;;;;; 408:336:Suppiwale:CA;;;;;	
400,330,300,000000000000000000000000000	
408:349:Sunnwale:CA	
408;368;Sunnyvale;CA;;;;	
408;373;Sunnyvale;CA;;;;;	
408;393;Sunnyvale;CA;;;;;	
408;394;Sunnyvale;CA;;;;;	
408;400;Sunnyvale;CA;;;;;	
408;420;Sunnyvale;CA;;;;; 408:431:Sunnyvale;CA;;;;;	
400,451,50mmy/ale;CA,	
408:470:Sunnwale:CA::::	
408;480;Sunnyvale;CA;;;;;	
408;481;Sunnyvale;CA;;;;;	
408;505;Sunnyvale;CA;;;;;	

Figure 5A: List copied to Notepad



IMPORTING THE PREFIX LIST

STEP 7:

Once your list has been copied to "Notepad" you will need to prepare it for import by deleting all headings. See Figure 6A.

📕 LOCAL LIST - Notepad	
File Edit Format View Help 🔗 🗛	
408;203;Sunnyvale;CA	<u>^</u>
408;212;Sunnyvale;CA	
408;215;Sunnyvale;CA	
408;220;Sunnyvale;CA	
408;222;Sunnyvale;CA	
408;230;Sunnyvale;CA	
408;242;Sunnyvale;CA	
408;245;Sunnyvale;CA	
408;306;Sunnyvale;CA	
408;328;Sunnyvale;CA	
408;329;Sunnyvale;CA	
408;331;Sunnyvale;CA	
408;349;Sunnyvale;CA	
408;368;Sunnyvale;CA	
408;373;Sunnyvale;CA	
408;393;Sunnyvale;CA	
408;394;Sunnyvale;CA	
408;400;Sunnyvale;CA	
408;420;Sunnyvale;CA	
408;431;Sunnyvale;CA	
408;469;Sunnyvale;CA	
408/470/Sunnyvale.CA	
408/450/Sunnyvale.CA	
408:50:Sumayale.CA	
408,507,50mmyvale;CA	
406,522,Sunnyvale;CA	
408-524-Supervala CA	
408-530-Suppyrale-CA	
408/541/Sunovala CA	
408/542/Sunnyvale-CA	
408:543:Sunnvvale:CA	
408:548:Sunnyvale:CA	
408:584:Sunnyvale:CA	
408:585:Sunnyvale:CA	
408;593;Sunnyvale;CA	
	×

Figure 6A: List prepared for import



Importing Prefix List into ShoreWare Director

STEP 8:

Save the list onto your desktop or on your network.

From ShoreWare Director / Administration / Trunks / Local Prefixes give your list a name and use the Import button as seen in Figure 7A

NOTE: ShoreTel System Administration Guide - Chapter 7 for more information.

ShoreWare Director - Microsoft In	ternet Explorer	
Eile Edit View Favorites Tools	Help	2
Shore Tel [™]	Local Prefixes Save Import Export Reset	Help
ShoreWare Director	Edit Local Prefix	28
Logoff Administrator Administration • Users • Trunks • Individual Trunks • Trunk Groups • Local Prefixes • IP Phones • Switches • Call Control • Voice Mail • Auto-Attendant Menu • Workgroups • Schedules • System Directory • Application Servers • Conference Bridges • Sites • System Parameters • Preferences	Edit this record Refresh this page Name:	

Figure 7A: ShoreWare Director / Local Prefix Edit Page



Importing List into ShoreWare Director

STEP 9:

Find the Prefix list you saved to your desktop or on your network and upload the file into ShoreWare Director. See Figure 8A

🖉 ShoreWare Director - Microsoft In	ternet Explorer	
Eile Edit View Favorites Tools	Help	27
Shore Tel [™]	Local Prefixes Upload Cancel	<u>Help</u>
ShoreWare Director	Import Local Prenx	
Logoff Administrator	Select a file with an extension type of .bt or .csv to im	iport:
Administration	(Format is "area code,prefix" such as "408,331")	20
 Users Trunks Individual Trunks Trunk Groups Local Prefixes IP Phones 	© 1998-2006 ShoreTel, Inc. All rights reserved.	Browse

Figure 8A: Upload your Local Prefix List



Associating Prefix List with Trunk Group

STEP 10:

In ShoreWare Director open the Trunk Group Edit Page for the appropriate trunk group. See Figure 9A.

ShoreWare Director - Microsoft Int	ternet Explorer	
∫ <u>F</u> ile Edit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help	-
Ele Edit Yiew Favorites Tools ShoreWare Director Logoff Administrator Administration Users Trunks o Individual Trunks o Trunk Groups o Local Prefixes IP Phones Switches Call Control	Help Ø Outbound: Network Call Routing: Access Code: 9 Local Area Code: 408 Additional Local Area Codes: Edit Nearby Area Codes: Edit Trunk Services: ✓ Local	
 Voice Mail Auto-Attendant Menus Workgroups Schedules System Directory Application Servers Conference Bridges Sites System Parameters Preferences 	 Long Distance International n11 (e.g. 411, 611, except 911 which is specified below) 911 Easy Recognizable Codes (ERC) (e.g. 800, 888, 900) Explicit Carrier Selection (e.g. 1010xxx) Operator Assisted (e.g. 0+) 	
 Quick Look Switch Connectivity Conference Ports Event Log Services Event Filters Documentation Administration Guide Planning and Installation Guide Telephone User Interface 	 Caller ID not blocked by default Trunk Digit Manipulation: Remove leading 1 from 1+10D Hint: Required for some long distance service providers. Remove leading 1 for Local Area Codes (for all prefixes unless a specific local prefix list is provided below Hint: Required for some local service providers with overlay area codes. Dial 7 digits for Local Area Code (for all prefixes unless a specific local prefix list is provided below) Hint: Local prefixes required for some local service providers with mixed 7D and 1+10D in the same home 	w) area.
 Server Client Quick Reference 	Local Prefixes: 408-331 Go to Local Prefixes List Prepend Dial Out Prefix:	

Figure 9A: Trunk Group Edit Page

On this page (Figure 9A) under Trunk Digit Manipulation check the appropriate dialing rule and from the Local Prefixes drop down window select your Local Prefix List.